Accessing NJCU Email Overview

Information Technology Services
Rossey Hall, Room 058; Extension 3350
http://www.njcu.edu/dept/its

Accessing *GotMail?* & Basic Sign-in Instructions

There are several ways to access ***GotMail?***, but the easiest method is to use the University webmail client. To access this client, go to the University Home page at http://www.njcu.edu. From the Quick Links… dropdown menu, select "Webmail" (figure 1). This action will pop a new browser window to the ***GotMail?*** login screen (figure 2). Access to ***GotMail?*** is also available from the GothicNet login page (lower left corner of the page), and as a resource after logging into GothicNet. Alternately, ***GotMail?*** is available directly by using the following URL: https://gotmail.njcu.edu.

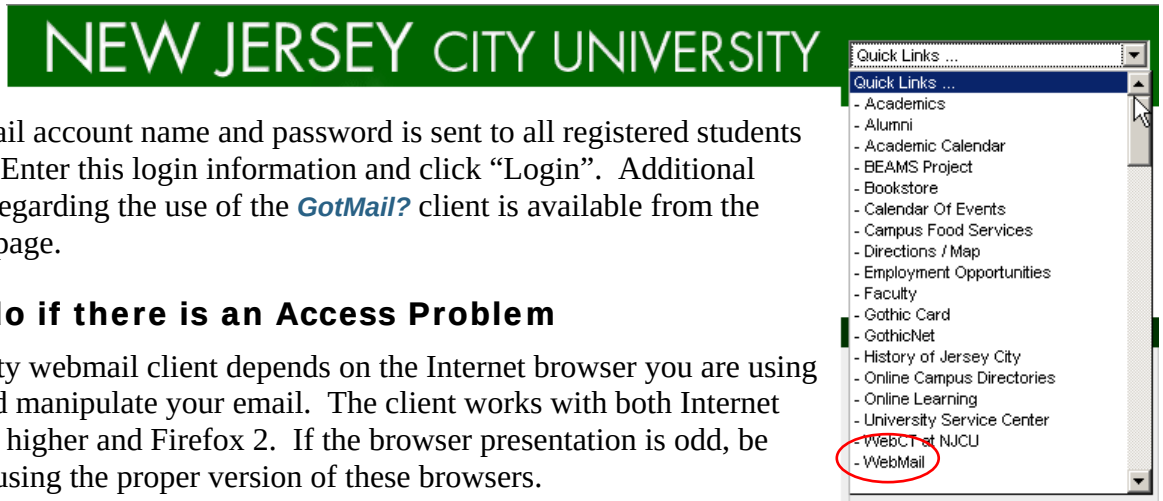

Figure 1. NJCU Home page Quick Links… menu. Select "Webmail".

A unique email account name and password is sent to all registered students via US Mail. Enter this login information and click "Login". Additional information regarding the use of the ***GotMail?*** client is available from the ITS Support page.

What to do if there is an Access Problem

The University webmail client depends on the Internet browser you are using to present and manipulate your email. The client works with both Internet Explorer 6 or higher and Firefox 2. If the browser presentation is odd, be sure you are using the proper version of these browsers.

If you get a login error, your account and/or password information may be incorrect. If this is the case or you do not have your account information, you have two options: Visit in person, or use the secure support form that is linked on ***GotMail?*** login page, below the login prompts.

Figure 2. NJCU ***GotMail?*** login page. Account help in lower left (circled).

Email Utilities and Additional resources

There are several email utilities available, including Spam filtering (recommended), changing your password (also recommended), and vacation notification. Instructions for these utilities, using ***GotMail?***, and accessing email via other methods is available from the ITS website, Support page (http://www.njcu.edu/dept/its/support.html#email).

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